

# PAG – Semester Close-out Spring 2012 – **SENIORS ONLY**

PAG S10 <b>Process Steps</b>	<b>Details – SENIORS ONLY</b>
<b>Step 1: Follow packet guidelines and deadlines</b>	<ul style="list-style-type: none"> <li>➤ Sure failures due Tues., 5/8                             <ul style="list-style-type: none"> <li>-include both QT. grades &amp; comments</li> </ul> </li> <li>➤ Failures due Thurs., 5/17 from Wed. finals, 5/18 from Thurs. finals</li> <li>➤ <b>Check dates/times of finals(see below)</b></li> <li>➤ Check deadline for close of Skyward &amp; for grades to be submitted.</li> </ul>
<b>Step 2: Determine who must take finals</b>  <b>Post list in your room to notify SENIORS by Tues. 5/15</b>  <b>Take attendance each hour of final exams</b>  <b>Note: Senior finals are during regular school day time schedule</b>	<ul style="list-style-type: none"> <li>➤ 3 tardies to your class, 9 cumulative tardies, <b>more than 3 absences(field trips/funerals do not count)</b>, 1 skip, F for either quarter, transfer student after first 3 days of sem., or absent on MAD</li> <li>➤ Revise as needed, especially as a result of <b>Mandatory Attendance Day – 5/15</b></li> <li>➤ Your record is law. (Skyward absences may differ from your own record.)</li> <li>➤ <b>Students only attend the classes for which finals are required</b></li> <li>➤ Only mark attendance for those required to take the final. Email counselor if student doesn't attend.                             <ul style="list-style-type: none"> <li>-include both quarter grades</li> </ul> </li> <li>➤ <b>Wed., 5/16 → EB 1, 3, 5 – Thurs. 5/17 → 2, 4, 6</b></li> <li>➤ Students <b>must stay the entire time</b>, even if finished early! If they leave early, the final grade is an F. (See <b>no show details</b>)</li> </ul>
<b>Step 3: Use nine-weeks-tests as framework for final exams</b>	<ul style="list-style-type: none"> <li>➤ Plan review activities.                             <ul style="list-style-type: none"> <li>-crossword puzzles, interactive games, group review sessions, _____</li> </ul> </li> </ul>
<b>Step 4: Figure grades</b> <i>*You can do this step now for <b>senior only</b> classes. You might wait for a mixed grade class, so as to avoid reposting.</i>  <b>NO SHOW for FINALS?</b>	<ul style="list-style-type: none"> <li>➤ Check your skyward settings: 40/40/20</li> <li>➤ Only count final exam grades that help students who opted to take the exam.</li> <li>➤ Double check both quarter grades for rounding Purposes.</li> <li>➤ Mark comment #16 on grade posting.</li> <li>➤ Grade for exam 0%, grade for semester 1%</li> </ul>
<b>Step 5: Double check grades &amp; print proof sheets</b>	<ul style="list-style-type: none"> <li>➤ Print 2 copies: one to submit to the principal's office and one for your record.</li> <li>➤ <b>Due Friday, 6/1 by 4 P.M.</b></li> </ul>
<b>Step 6: Plan for next year</b>	<ul style="list-style-type: none"> <li>➤ Submit copies to the office.                             <ul style="list-style-type: none"> <li>-classroom expectations/procedures</li> <li>-syllabus --icebreaker materials</li> </ul> </li> </ul>

